

**Sugar Grove Public Library District (SGPLD)**  
**Library Board of Trustees**  
Regular Board Meeting Minutes: Wednesday March 23, 2022

**1. Call to Order**

*President* Ryan Ivemeyer called the meeting to order at 6:31 pm CST.

**2. Board of Trustee Roll Call**

- *Present:* Ryan Ivemeyer (*President*), Pat Graceffa (*Vice President*), Vivian Santos-Buch (*Secretary*), and Allison Short (*Trustee*)
- *Present via Zoom:* Michelle Damadeo (*Treasurer*)
- *Also Present:* Genna Mickey (*Library Director*)
- *Absent:* and Tommy Thomson (*Trustee*)

**3. Public Comment**

- The new *Adult and Teen Services Manager* Christine Edison introduced herself to the Board. Christine started March 21, 2022.
- Outgoing Board President Brad Knechtges came to welcome incoming Trustee Glenda Peck and say goodbye to the Board.

a. Pledge of Allegiance

**4. Approval of Meeting Minutes**

a. February 23, 2022 Regular Meeting

Pat Graceffa motioned to approve the February 23, 2022 meeting minutes. Allison Short seconded.

February 23, 2022 Board Meeting Minutes Approved.

**5. Correspondence**

- Letter from Eagle scout collecting items for Midwest Homeless Shelter.

**6. Review of Financial Reports**

Genna Mickey reviewed the *February 2022 Expenses by Vendor Summary* report. Transactions of note:

- *Andersen Plumbing & Heating* (\$2,150.00) – men’s urinal repair, replacement of parts.
- *ASSA ABLOY* (\$252.00) – remove one door and alarm sensor in old café area
- *Just Food Initiative of Fox Valley* (\$125.00) – adults’ program
- *Prairie Glen subdivision* (\$2,762.00) – HOA for each of 7 lots. Annual charge
- *Reaching Across IL Library Systems* (\$75.00) – virtual program membership fee. Participation in program had previously been voted on.
- *The Law Office of Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd* (\$562.50) - clarifications/questions related to referendum.
- *Not Specified* (\$33,770.75) – two payroll cycles

Budget vs. Actual report – Tracking good. Accountant is going to be recoding some account lines to accommodate grants. A line has already been added for the NOWSpace Grant.

**7. Approval of the February 2022 Check Register**

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Michelle Damadeo motioned to approve the February check register in the amount of \$64,138.55. Vivian Santos-Buch seconded.

All in favor.

Motion carried.

February 2022 Check Register Approved.

*New Business (reordered)*

**8. Trustee Appointment**

Pat Graceffa motioned to appoint Glenda Peck as a Board Trustee. Vivian Santos-Buch seconded.

**9. Oath of Office**

Glenda Peck took the oath of office.

*Regular Agenda resumes*

**10. Director's Report**

Genna reviewed her Director's Report for February/March.

- Live and Learn Construction – NOWSpace is not done. Windows were supposed to be installed today but were not. Hopefully tomorrow.
- Trustee Workshops – Genna will let the Board know of Trustee continued education programs. Cost should be \$15.
- We're still awaiting Statements of Economic Interests email notifications. Genna believes Kane County is waiting for the guidance from the Secretary of State before sending out.
- Transition from "Mask Recommended" to "Mask Optional".
- Self-Check grant – ordered two self-checks from different companies. Would like for them to be installed by May (start of busy season). One is a desktop, the other a kiosk. Some funds left in the grant. Don't have to be expended till September. Exploring/evaluating what to spend it on.
- Met with the Sugar Grove Park District. Conversation about ways to cross-promote.
- Online webinar about data story telling.
- Baker & Taylor's on time shipping has improved, but still experiencing incorrect orders issues.
- National Library Week – Genna asked trustees to share via social media.

**11. Board Representative Reports**

Building and Grounds

- Back porch has been reopened. It had previously closed due to COVID.
- Former garden volunteer reached out to Pat to see how they could help again.

Finance

- None.

Personnel/Policy

- None.

Strategic Planning

- None.

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**12. Friends and Foundation Reports**

- Pat Graceffa submitted the Form 990 and Annual Report for Friends of the Library.
- Winters Market – good turnout of vendors. There is one left.
- No Foundation meeting this month (its every other month).

**13. Trustee Open Comments and Discussion**

- Vivian Santos-Buch asked what happened with the conversations that had started about adding a pavilion on library grounds. Genna advised that the conversations have halted and there is no update.
- Pat Graceffa asked about referendum and if it should be its own agenda item.

**14. New Business (continued)**

**a. Closed Session: Bi-annual review of closed minutes**

Pat Graceffa motioned to go into closed session at 7:47pm. Vivian Santos-Buch seconded. Closed Session ended at around 8:08pm.

Return to Open Session.

**b. Approval of release of closed sessions minutes**

Vivian Santos-Buch motioned to release the following closed meeting minutes: 06/27/13, 07/25/13, 9/30/14, 10/29/15, 07/27/16, 10/26/16, 01/15/17, 10/25/17, 02/28/18, 10/24/18, 07/24/19, 10/23/19, 11/18/20, 12/01/21, 12/15/21 session #1. Allison Short seconded.

All in favor.

Motion carried.

Release of Above Listed Closed Sessions Minutes Approved.

**15. Old Business**

**a. Live and Learn Construction Grant - NOW Space**

- Topic mostly discussed during Director's Report. The construction is almost done.

**b. Affirmation of Trustee List**

- Trustee List was reviewed.

**16. Items for next month**

- Board representative discussion
- 90 days review (closed session)
- Draft of the budge
- Financial Chronology
- COVID Paid Sick – expiring at the end of April
- Never expiring library cards
- Walk through of new NOW space, if ready

**17. Adjournment**

Pat Graceffa motioned to adjourn the meeting at 8:14pm. Glenda Peck seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.